



Lexington-Fayette Urban County Government  
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray  
Mayor

Dowell Hoskins-Squier  
Commissioner

May 11, 2016

Dear Homeowner:

You are invited to participate in a voluntary cost-share program designed to assist homeowners with street tree removal and replacement. A street tree is any tree that is located in the public right-of-way between the street and sidewalk. Homeowners can qualify to receive matching funds for tree removal, stump grinding and new tree installation by submitting two written estimates by qualified vendors. The reimbursement amount is based upon the lower of the two estimates and is fifty percent (50%) of the total cost.

Homeowners are required to maintain street trees in front of their homes. This program is intended to help the property owner comply with the street tree ordinance through financial assistance. If a street tree becomes extremely hazardous, it could result in a fine for the homeowner.

This program is conducted on a first-come, first-served basis as long as matching funds are available. Please observe the following schedule:

Deadlines:

October 1, 2016 (Postmark)

- Mail or hand-deliver: a signed application form
- Two (2) written estimates from the enclosed list of tree care vendors.

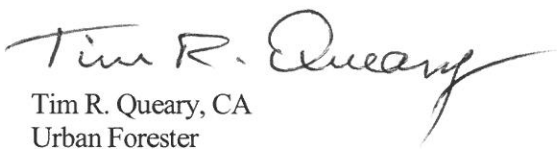
December 15, 2016 (Postmark)

- All work must be completed: tree removal, stump grinding and new tree installation.
- Mail or hand-deliver receipts for all completed work.
- Reimbursements will be processed in six to eight weeks.

We encourage you to participate in this program. The participating vendors have met the program's qualifications to provide you with the best service. Please review the enclosed street tree brochure for more information about the street tree ordinance and for a list of recommended trees for planting. Only homeowners who provide complete estimates for tree removal, stump grinding and tree installation will be considered. We will promptly send you written authorization to proceed with the work upon receipt of your signed application form and written estimates.

Please contact me if you have any additional questions about the program at (859) 258-3404.

Sincerely,

  
Tim R. Queary, CA  
Urban Forester

Enclosures:



For Office Use Only Reimbursement Amount:  \$ _____
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**APPLICATION FORM  
HAZARD STREET TREE (COST-SHARE) PROGRAM**

DATE: \_\_\_\_\_

I(we), \_\_\_\_\_, the property owner(s) of  
\_\_\_\_\_  
(street address + zip code)  
wish to participate in  
the Hazard Street Tree (Cost-Share) Program.

Please return or hand-deliver a signed **Application Form** and copies of the original **cost estimates** from the enclosed list of participating vendors by **October 1, 2016** to the address below. **Please make copies for your records.** Deadline for the completion of all work is **December 15, 2016** which must include tree removal, stump grinding and new tree installation. Please submit a copy of your paid invoices/receipts for payment processing. Please call 258-3404 if you are asking for assistance with two (2) or more street tree removals. The property owner is responsible for the selection, management and payment of all contractors and suppliers and abides by the Program Guidelines. The Lexington-Fayette Urban County Government does not recommend nor endorse contractors and suppliers of goods and services. Funds for this program are limited. This is a first-come, first-served basis program. **PLEASE WAIT FOR A RETURN PHONE CALL OR LETTER OF APPROVAL PRIOR TO AUTHORIZING WORK TO BEGIN.**

SIGNED: \_\_\_\_\_  
PROPERTY OWNER(S)

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

**Please mail the completed form to:**

Urban Forestry Program  
200 E. Main Street  
Lexington, Kentucky 40507

**Email:** [tqueary@lexingtonky.gov](mailto:tqueary@lexingtonky.gov)

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**\*\* Please check the box to the left if you are requesting low-income assistance. Someone from our office will contact you with further instructions. \*\***



# **GUIDELINES FOR HAZARD STREET TREE (COST-SHARE) PROGRAM**

**Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507**

**October 2003**

## **Introduction**

The Lexington-Fayette Urban County Government (LFUCG) has established a Hazard Street Tree Cost-Share and Grant Program for property owners throughout the Urban Service Area (USA) to remove and replace street trees that pose a threat to public safety. This is a voluntary program that provides financial assistance to residential property owners for street tree removal, including stump grinding and new street tree installation, in accordance with Chapter 17B of the Code of Ordinances. The intent of these guidelines is to establish a fair and objective method to govern the award and use of funds budgeted for the Hazard Street Tree Cost-Share and Grant Program.

## **Eligible Properties**

Only owner-occupied residential properties within the USA are eligible for participation.

## **Program Guidelines**

1. This program provides matching monies to reimburse property owners 50% of the total cost of removal of hazardous street trees, stump grinding and replacement of the street tree being removed. In order to qualify for this program, the cost of the work being done cannot be subsidized by any other federal, state or LFUCG grant program.
2. Reimbursement amounts are based upon the lower of two (2) estimates.
3. Eligible property owners must have at least one hazardous street tree, as determined by the Urban Forester or his designee, abutting their property. If funds are available, property owners may replace more than one street tree.
4. Qualifying vendors must submit written documentation to the Urban Forester and agree to adhere to the specifications for tree removal and planting as provided by the Urban Forester. Vendors must provide a one-year guarantee on any replacement tree. The Urban Forester reserves the right to disqualify vendors based upon their prior non-compliance with the specifications of this program.
5. Property owner participation is strictly voluntary and funding is limited to a first-come, first-served basis.
6. Property owners must replant with a tree at least one and three-quarters ( $1 \frac{3}{4}$ ) inches in caliper, as required by Chapter 17B. Property owners may replant a larger caliper tree, but reimbursement will be limited to a maximum of the cost of a two and a half ( $2 \frac{1}{2}$ ) inch caliper tree.

7. The planting of a replacement tree in a location outside the area of the public right-of-way easement may be allowed, but only with prior approval by the Urban Forester or his designee.
8. Property owners who wish to perform the work themselves must submit two (2) complete sets of estimates from qualified vendors. The reimbursement will be based upon the lower of the two (2) estimates.

### **The Process**

1. Any interested property owner should contact the Urban Forestry Program to receive program information, an application and to arrange for an on-site inspection. The Urban Forestry Program is located in the Division of Environmental Services, 200 E. Main Street, Lexington, Kentucky 40507. The phone number is 859-425-2558.
2. An eligible property owner shall receive a written acknowledgement of eligibility from the Urban Forestry Program.
3. The property owner shall submit the signed acknowledgement and copies of two (2) written estimates, including the scope of work to be completed, from two (2) separate vendors.
4. Following receipt of the signed acknowledgement and estimates, the Urban Forester or his designee shall provide the homeowner with a written approval to proceed. The written approval shall include a date by which the work must be completed and a date by which all paperwork must be submitted. The property owner can then contact either of the vendors from whom they received estimates and arrange to have the work completed; however, reimbursement will be based on the lower of the two (2) estimates. If the property owner fails to complete the work or submit the paperwork by the deadline dates, the funding may be reallocated to another property owner.
5. Upon completion of work by the vendor, the property owner shall submit a notice of work completed and a copy of the paid invoice (or unpaid invoice in the case of an income qualified property owner) to the Urban Forester, who shall then inspect the site for satisfactory performance as outlined in the vendor specifications.
6. Upon approval of the completed work by the Urban Forester, the request for reimbursement shall be processed. Processing of the reimbursement request can take six to eight weeks.
7. The property owner is solely responsible for managing the project, obtaining all necessary approvals and permits and paying all vendors.

### **Income Eligibility Qualifications for One Hundred Percent Grants**

1. A qualified property owner means any person owning and occupying a residential property who meets the assets test and has an annual income equal to or less than one hundred twenty-five percent (125%) of the poverty guidelines chart established by the Community Services Administration, annually published in the Federal Register, in effect at the time of application. However, income itself shall be measured by the definition contained in subsection (2) of this section. Any person having a beneficial interest in benefited property may qualify for the Hazard Street Tree Cost-Share and Grant Program.
2. Income means the total cash receipts to the residential property owner and spouse after taxes from all sources. These sources include money, wages and salaries after any deductions required by law, but not including food or rent in lieu of wages. They include receipts from self-employment or from one's own farm or business after deductions for business or farm expenses. They include regular payments from public assistance, social security, unemployment and workmen's compensation, strike benefits from union funds, veterans benefits, training stipends, alimony and military family allotments or other regular support from an absent family member or someone not living in the household; government employee pensions, private pensions and regular insurance or annuity payments; and income from dividends, interest, rents, royalties or income from estates and trusts. For eligibility purposes, income does not refer to the following money receipts: any assets drawn down as withdrawals from a bank, sale of property, house or car, tax refunds, gifts, one-time insurance payments or compensation for injury; also to be disregarded is noncash income, such as the bonus value of food and fuel produced and consumed on farms and the imputed value of rent from owner occupied farm or nonfarm housing.
3. Assets test means that any person having assets in excess of either:
  - a. Five thousand dollars (\$5,000.00) in liquid assets such as bank accounts, savings, certificates of deposits, stocks bonds, etc; or
  - b. Five thousand dollars (\$5,000.00) in equity in assessed value of nonhomestead property.
  - c. Shall be ineligible to participate in the Hazard Street Tree Cost-Share and Grant Program for a one hundred percent (100%) grant, notwithstanding that he meets the income level qualifications set forth in this section. However, motor vehicles for personal use, household furnishing and the benefited property itself, as well as buildings located thereon, shall not be included in computing assets.



4. Qualified owners may receive a grant for one hundred percent (100%) of the reasonable cost of removal and replacement of hazardous street trees. Those who are not income qualified may receive a grant for fifty percent (50%) of the reasonable cost of removal and replacement.
5. Twenty-five percent (25%) of the funds appropriated for the Hazardous Street Tree Cost-Share and Grant Program shall be made available for grants to qualified property owners with the remainder of the appropriated funds available for grants to all other property owners. The commissioners of the departments of streets and roads and social services shall be responsible for administration of the program consistent with all provisions of these Guidelines.

### **Program Information**

See attached.

Revised: 2014



**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LFUCG)  
HAZARD STREET TREE (COST-SHARE) PROGRAM**

**2015-2016  
VENDOR SPECIFICATIONS**

**Scope**

The work included in this program shall be for the removal of street trees and stumps, and new street tree installation for the Hazard Street Tree Cost-Share Program. As public monies are going to fund a portion of this work, the Lexington-Fayette Urban County Government (LFUCG) has established specifications for how work associated with this program shall be performed. **The vendor is responsible to follow these specifications throughout all aspects of their work for this program. Failure to do so shall result in disqualification from the qualified vendor list.**

Street tree removal and replacement shall include all operations necessary to safely remove and replace only trees agreed upon by signed participant agreement and approval from the Urban Forester or his designee as described in Section 2. below. It shall further include same day hauling and proper disposal of all wood debris and cleaning up by raking lawn areas and sweeping the street, gutter and sidewalk and restoring the premises to its original condition.

**All qualified vendors must have an International Society of Arboriculture (ISA) Certified Arborist on staff and available for on-site supervision of all activities associated with this program.**

For any given project site, the selected vendor shall provide all tree removal, stump grinding, and tree replacement services for that site.

**Notification**

- A. Property owners/participants will contact at least two (2) vendors to receive quotes for service.
- B. The Urban Forester or his designee shall issue a Street Tree Permit. **No tree planting or tree removal shall be performed without a valid Street Tree Permit issued by the Division of Environmental Policy.**
- C. The vendor shall be responsible to notify the property owner/cost-share participant one-week in advance prior to performing any work.
- D. LFUCG shall provide all qualified vendors with an inspector contact for this program.
- E. **The vendor must notify the LFUCG inspector at least 2 work days prior to removal or planting of any tree via email and phone.**



## **Work Hours**

Work related to this program shall be performed Monday through Friday within the hours of 8:00 a.m. and 5:00 p.m.

## **Tree Removal**

Vendor shall remove the tree by removing limbs first and removing the trunk in six foot (6') sections or less. Proper rigging techniques shall be used to minimize damage to public and private property. Trunks shall be removed to within four (4") inches above ground level. The trunk and all wood debris must be removed from the site within twenty-four (24) hours. No dirt or wood debris shall be allowed to enter the roadway or storm drainage system. If the potential for rain within 24 hours exists, all loose debris shall be removed the same day.

Vendor shall be responsible for contacting appropriate utility companies, calling Kentucky Underground at 811 to locate underground utilities, and ensuring that all public and private property is safe from potential damage due to tree removal operations.

**Note: All Ash tree removals are to be properly disposed of within the state emerald ash borer quarantine area. The transport of ash wood products outside of the quarantine area is strictly prohibited.**

## **Stump Removal**

Vendor is required to remove the stump using a grinder. All stumps are to be removed to a minimum depth of at least eighteen (18) inches below soil grade. Large surface roots, extending beyond the main stump, are to be removed along with the stump. Backfilling consists of pulverized top soil and grindings placed in the hole and leveled to four (4") inches above the existing grade to allow for settling. Stump holes are not to be left open overnight. Excess stump grindings and other debris shall be removed from the site and properly disposed of within 24 hours. All labor, equipment and materials necessary for grubbing stumps, disposal of grindings and debris, and backfilling of stump holes shall be provided by the vendor; the cost of which shall be included in the estimate.

## **Tree Planting**

- A. Tree species shall be selected by the property owner with approval from the Urban Forester or his designee and shall be noted on the Street Tree Permit. No tree species other than those noted on the Street Tree Permit shall be planted.
- B. All trees shall be free from disease and/or insect infestation before planting.
- C. All trees shall be true to type or name ordered and shall be individually tagged by species and cultivar (variety).
- D. All trees shall be healthy, have a form typical for the species or cultivar, be well rooted, and be properly trained as recommended in the American National Standards Institute, ANSI Z60.1 American Standard for Nursery Stock.
- E. All trees are required to be a minimum of one and three-quarter (1 ¾") inches caliper or larger measured at a distance of six (6") inches above the root ball.

- F. All trees planting shall conform to the planting specifications as described in the LFUCG Planting Manual, available at the Division of Planning and Code of Ordinances and on LFUCG website, and Chapter 17-B, Street Trees and Zoning Ordinance, Article 18, Landscape Ordinance and all applicable tree care standards as recommended in the American National Standards Institute (ANSI) A300 latest edition.
- G. All tree plantings shall be done under the direct, on-site, supervision of an ISA Certified Arborist.
- H. The most satisfactory time for transplanting is from October 1 to December 15 for fall planting, and from February 15 to May 1 for spring planting.
- I. All trees shall be hand dug. The use of augers is prohibited.
- J. All trees shall be planted following the ANSI A300 (Part 6) latest edition.
- K. All trees shall be installed at or slightly above grade with the trunk flare visible.
- L. All trees shall be properly mulched using 3 inches of coarse grade mulch. Mulch shall not be placed against the trunk and mulch volcanoes are prohibited.
- M. Refer to the attached LFUCG Standard Planting Detail for Trees and Shrubs for more information on proper tree planting.
- N. Portable drip irrigation systems (i.e. Gatorbags and Ooze tubes) are suggested for use but not required by the vendor.
- O. Vendor shall warranty each new tree installed for a minimum of one (1) year from the time of planting. Vendor will not be responsible for any trees which show signs of neglect by owner, vandalism, accidents, or any act of God or natural disaster. If any tree shows signs of problems for any reason, the property owner must notify the vendor before one (1) year from the time of installation. When the vendor has received written notice, only one (1) replacement will be made for each failing tree per this warranty. Replacement value will be for the amount of the purchase price of the original tree only.

### **Vendor Qualifications**

- A. Vendor must provide documentation to LFUCG of \$1,000,000 Comprehensive Liability and Auto Insurance and Statutory Workers' Compensation Insurance for all employees.
- B. Vendor must be a Registered Specialty Contractor with the LFUCG Division of Building Inspection.
- C. Vendor must be duly licensed as a business in Fayette County and have no outstanding enforcement actions or taxes, fines or fees.
- D. Vendor must employ an ISA Certified Arborist at all times to supervise the activities of other crew members.

- E. Vendor shall be responsible for all public and private property damage due to tree and stump removal operations.
- F. Vendor agrees to follow all applicable safety requirements as recommended in the ANSI Z133.1 latest edition.
- G. Vendor agrees to follow all applicable standards as recommended in ANSI A300 latest edition.
- H. Vendor agrees to wear all required personal protective equipment and apparel while performing tree work.
- I. Vendor agrees to use traffic signage and flag personnel as required by the most current version of the Manual on Uniform Traffic Control Devices issued by the U.S. Department of Transportation.
- J. Vendor agrees to secure a lane closure permit from the Division of Traffic Engineering at 258-3830 within three full work days when working in the public right-of-way easement and blocking a full lane of traffic.
- K. Vendor will be responsible for contacting the appropriate utility companies when necessary and calling Kentucky Underground at 811 to locate underground utilities before digging in the public right-of-way easement.
- L. All labor, supervision, mobile and other equipment, materials and supplies necessary for completing the work must be provided for by the vendor at no additional costs to the LFUCG.
- M. The LFUCG reserves the right to disqualify vendors based upon past failure to comply with Planting Manual specifications.
- N. The use of subcontractors to perform any tree work other than hiring a crane operator is prohibited.

Revised 2014



## LIST OF PARTICIPATING VENDORS

(In alphabetical order)

A PROFESSIONAL TREE SERVICE  
CONTACT: **DANIEL BERRY**  
4101 TATES CREEK CTR. DR. #150/295  
LEXINGTON, KY 40517  
PHONE: 859-271-4056

B&R TREE CARE, LLC  
CONTACT: **BILL WENTINK**  
2073 LAKESIDE DRIVE  
LEXINGTON, KY 40502  
PHONE: 859-361-0447

BIG BEAVER TREE SERVICE, INC.  
CONTACT: **IAN HOFFMAN**  
136 EISENHOWER COURT  
NICHOLASVILLE, KY 40356  
PHONE: 859-489-6795

DAVE LEONARD TREE SPECIALISTS  
CONTACT: **ROSS RATERMAN**  
544 OLD FRANKFORT PIKE  
VERSAILLES, KY 40383  
PHONE: 859-252-2529

LEXINGTON TREE SERVICE  
CONTACTS: ROY STINNETT, SUZIE  
CURTIS, **STANLEY STINNETT**  
1113 WINCHESTER ROAD  
LEXINGTON, KY 40505  
PHONE: 859-233-0742

TOWN BRANCH TREE EXPERTS, INC.  
CONTACTS: **JESSIE HESLEY, SARA  
HESLEY**  
1300 N. LIMESTONE STREET  
LEXINGTON, KY 40505  
PHONE: 859-967-6907

THE TREE MAN, LLC  
CONTACT: **DAVID LAWYER**  
1086 HARP INNIS ROAD  
LEXINGTON, KY 40511  
PHONE: 859-533-4108

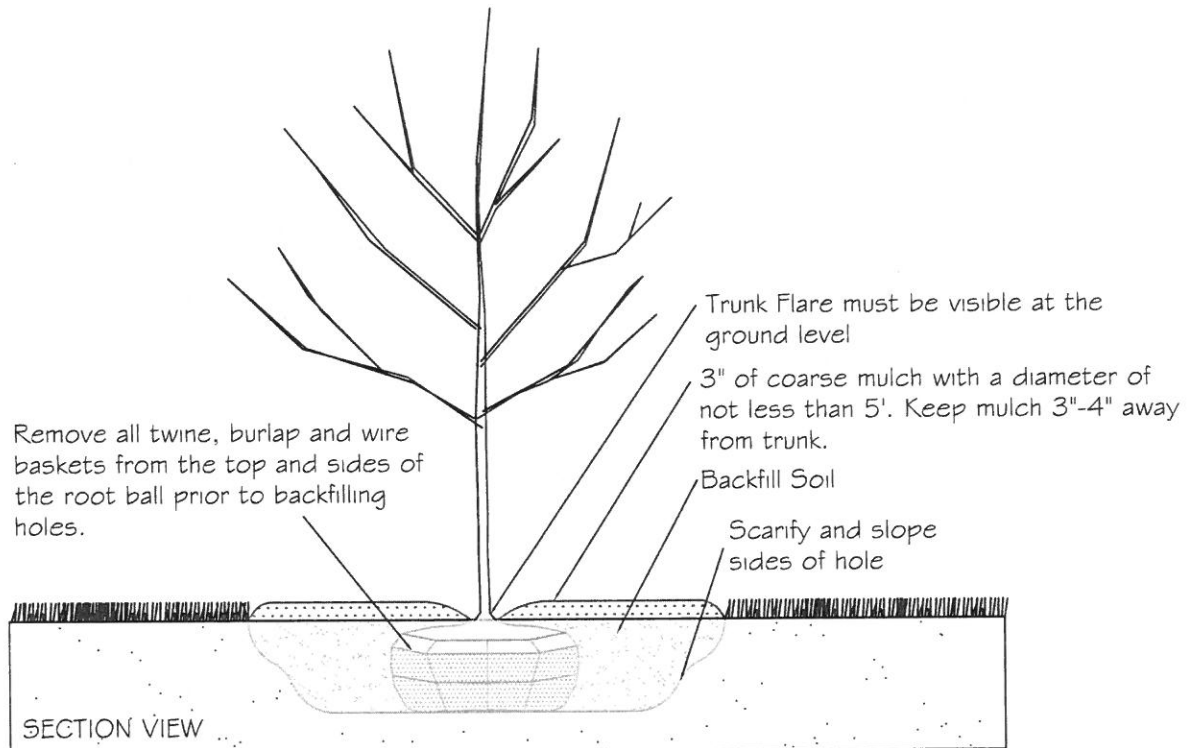
TREEPRO INC.  
CONTACT: **JAMES SIMS**  
700 DARTMOOR COURT  
LEXINGTON, KY 40505  
PHONE: 859-294-4457

**BOLD:** Denotes International Society of Arboriculture (ISA) Certified Arborist

### Please Note:

The property owner is responsible for the selection, management and payment of all vendors, contractors and suppliers. Furthermore, you may want to contact the Better Business Bureau of Central Kentucky or a similar organization to determine if the vendor you are considering hiring has been the subject of any complaints.

LFUCG Standard Planting  
Detail for Trees and Shrubs



The smallest diameter of the planting hole for trees and shrubs shall be a minimum of 2 times the diameter of the soil ball. Position the root ball firmly in the bottom of the planting hole. The hole should support the root ball on firm soil. Maintain the original ground level of the trees or 1" above existing grade maximum. Do not plant trees too deep.

Backfill holes with the excavated soil that was removed. Rock larger than 1" in diameter and all foreign debris must be removed from the site and shall not be included as part of the backfill. Thoroughly water backfill when complete. All materials (i.e. trunk protectors, tags, wires, twine, etc.) shall be removed from the trunk and branches. A double layer of plastic window screen, loosely circling the trunk is acceptable for preventing sun scald.

The installer is responsible for ensuring that the planting hole will drain. A perk test is strongly encouraged.